2006-2012 CAPITAL PLANNING SYSTEM
USER MANUAL

General

The following formats, etc. are used in the 2006-2012 Capital Planning System User Manual:

<Key>	Keyboard keys (e.g., <Tab> means press the tab key)
[Button]	Graphical buttons on the screen (e.g., [Cancel] represents the Cancel button on a screen form)
Underline	Options on the application menu (e.g., Previous represents the previous page option)
SMALL CAPS	Pages in the system (e.g., **HOME** means the home page**).**

The 2006-2012 agency capital plans are to be submitted to the Capital Planning Advisory Board through the web-based application only. The electronic system does include the capability to print the data either directly from the screen or in formatted reports. However, ***do not send hard copies of the data to the capital planning advisory board***.

SUBMISSION LEVEL

For purposes of the capital planning system, each constitutional office, board or commission, agency, postsecondary institution, cabinet (except the six cabinets described below), and branch is to complete and submit its capital plan as an agency.

Each of the following cabinets and branches is to submit a single plan reflecting the consolidation or compilation of data for the entire cabinet or branch. For example, 1) the submission will have a single Agency Mission and Programs narrative, not a separate narrative for each department and entity attached to the cabinet or branch; 2) there will be a single report of all cabinet-owned space, not a separate report for each agency within the cabinet; and 3) project priority numbers are to be reflected in the Agency Priority field, not the Cabinet Priority field.

Economic Development Cabinet
Personnel Cabinet
Transportation Cabinet

In the following six executive branch cabinets, a separate, complete plan is to be prepared by each agency, as listed on pages 35 - 37 of the *2006-2012 Agency Capital Planning Instructions*. These agencies are to submit their plans to the cabinet secretary for the assignment of cabinet priorities to the proposed projects and preparation of a cabinet level plan overview. The cabinet is to submit to CPAB the plans for all agencies, together with the cabinet priorities and cabinet overview.

Commerce Cabinet	Finance and Administration Cabinet
Education Cabinet	Health and Family Services Cabinet
Environmental and Public Protection Cabinet	Justice and Public Safety Cabinet

Plan Versions

The capital planning system will retain five versions of each agency plan in the planning cycle.

Version 0 will reflect data that has been pre-populated for each agency to review – it is a read-only file. All changes to the data are to be made in Version 1.

Version 1 is where any additions, deletions, and changes to the pre-populated data (Version 0) are to be made and where any required forms that were not pre-populated are to be completed. This version is to be submitted pursuant to the April 15 due date. At that time, it will be come a read-only file.

Version 2 will reflect the agency plan as reviewed at the July 2005 CPAB meeting. It will incorporate any changes made in response to CPAB staff questions/requests for clarification following the April 15 submission as well as any additional changes desired by the agency. (When the date for the July meeting is set, agencies will be advised as to the cut-off date for making changes, at which time Version 2 will be come a read-only file.)

Version 3 will reflect the agency plan as of October 1, 2005. Between the July meeting and October 1, agencies will be able to make any changes necessary to comply with the requirement that projects submitted in the agency capital budget request also be listed in the capital plan. (This version of the plan will be the basis of the agency project listings, etc. published in the statewide capital improvements plan submitted to the branch heads on November 1, 2005.)

Version 4 will reflect any changes made to the agency plan after October 1, 2005 and will serve as a source of data with which to pre-populate the 2008-2014 plans.

Accessing the Capital Planning System

The capital planning system can be accessed through the CPAB homepage at www.lrc.state.ky.us/statcomm/CPAB/homepage.htm. To facilitate use of the system, the user may wish to take one of the following actions:

- Bookmark the page
- Use the page as your start-up page
- Put a capital planning system icon on your desktop

System Users

Individuals with access to the capital planning system have the following authorizations relative to various components of the system:

- Agency users may enter and edit data, and review and print reports.
- Agency contacts may enter and edit data, and review and print reports for the agency. They may also complete and revise the Plan Checklist, and assign agency level priorities to proposed projects.

- Cabinet contacts have read-only access to data entered by agencies within their cabinets (data editing and entry are not allowed) and may review and print reports for any agency within their cabinet. They may also complete the cabinet Plan Overview and assign cabinet level priorities to proposed projects.
- Read-only users may not enter or edit data, but may review and print reports from the system.

AUTHORITY TO ACCESS TO THE CAPITAL PLANNING SYSTEM

For each agency, access to the capital planning system will be available only to:

- The individual identified as the agency contact.
- Other individuals authorized by that agency contact pursuant to the procedure outlined below.

Use to the system is not restricted below the agency level. As such, anyone (contact or other) authorized by the agency to use the system will have access to all data, forms and functions (e.g., reports) for that agency. Individuals at other agencies within or outside your cabinet/area of government will not have access to your agency's data, etc.

If your agency is in one of the six cabinets in which separate, complete plans are prepared by each agency, the cabinet contact will have read-only access to the data entered by all agencies in the cabinet. Additionally, the cabinet contact will have the ability to apply cabinet-level priority numbers to the projects submitted on Form SYP-P2.

AUTHORIZATION FOR ADDITIONAL AGENCY USERS

To obtain authorization for additional agency users, the agency contact is to forward the name, title, mailing address, e-mail address, and telephone number of each individual to CPAB (cpab@lrc.ky.gov). CPAB staff will then assign each user a password. Notification of the password will be provided directly to the user and the agency contact by e-mail.

CAPABILITIES AVAILABLE ONLY TO AGENCY CONTACTS

The designated agency contacts have several capabilities in the electronic system that are ***not available to agency users***. Agency contacts may:

- Access and make changes to the Plan Checklist at any time,
- Assign agency priorities to proposed projects on Form SYP-P2, and
- Formally submit the agency plan to the Capital Planning Advisory Board.

CAPABILITIES AVAILABLE ONLY TO CABINET CONTACTS

The designated cabinet contacts (for the six cabinet in which agencies prepare individual plans) have the following capabilities in the electronic system that are ***not available to agency contacts***. Cabinet contacts may:

- Assign cabinet priorities to proposed projects on Form SYP-P2 and

- Formally submit the cabinet and agency plans to the Capital Planning Advisory Board.

LOGGING-IN TO THE SYSTEM

Upon accessing the capital planning system on the CPAB web site, the user will need to sign-in using his/her e-mail address and the password assigned by CPAB staff.

To retain your password for future logins - in MS Internet Explorer, go to Tools/Internet Options, click the Content tab, then Personal Information. In the Personal information area, click on AutoComplete. Under "Use AutoComplete for," make sure 'Web Addresses, Forms, and User Names and Passwords on Forms" are checked. After entering [OK] to exit Internet Options, on the login screen click on "Remember login."

COMPLETION OF THE PLAN CHECKLIST

In order for any capital planning forms or functions to be accessed, the agency contact must have completed the Plan Checklist to determine the specific requirements that the agency must address. The checklist is a series of questions – each of which requires a "yes" or "no" response. Only those forms related to questions with a "yes" response will be available to the agency. The Checklist can be revised by the agency contact at any time by selecting "Revise Plan Checklist" under Agency Contact Functions on the **SELECT OPTION** page. NOTE: Only the agency contact is authorized to access the Plan Checklist.

USING THE FORMS AND FUNCTIONS AVAILABLE IN THE SYSTEM

After logging in and assuming the agency checklist has been competed, most users will be taken to the **SELECT PLAN** page to select a plan version to view (read only format) or update (enter/edit data). Users with authority to access multiple agencies will be taken to the **SELECT ORGANIZATION** page, and after selecting the agency will be taken to the **SELECT PLAN** page.

Upon selecting the Plan version, the user may chose a form or function to access from the **SELECT OPTION** page. The options available on this page are based on the access level of the users and the items that have been marked "yes" on the Plan Checklist.

PRINTING REPORTS

Because the plan includes several types of reports, a variety of printing options are included in the system. These include the ability to print data for individual forms and projects, as well as the ability to print the detail or various summaries of all projects reported on a given form (for example, Form SYP-B4a or SYP-P2). The various print options available are described in the instructions for each form. In all instances, a report may be viewed before printing.

All reports are provided in PDF, which requires the Adobe Acrobat Reader. (This software may be downloaded from the capital planning system **HOME/LOGIN** page.)

LOGGING OFF OF THE SYSTEM

When the user wants to end a session in the system, the ***Log-off option in the upper right corner of the application page should be used.***

Selecting Logoff returns the **HOME PAGE** with the Account Login field displayed. Two options are available at this point.

- To completely close out of the capital planning application, clicking the close box (x) in the upper right corner of the Internet browser.
- To return for further work in the application, the user will need to login again.

NAVIGATING THE FORMS/PAGES

The banner/menu bar at the top of each page of the application has two sections.

Information on the left identifies where the user is currently working – the name of the form, the plan (the six-year planning period), the version of the plan (see Plan Versions, above) and the organization (cabinet or agency).

Navigation to major sections of the application can be done by selecting an item on the right:

- Return to CP Information – goes to the capital planning system **HOME** page, with only the system information displayed.
- Select Organization/Plan – goes to the list of all organizations whose plan(s) the user has authorization to view or change. Only users with access to plans of multiple organizations will be taken to **SELECT ORGANIZATION** page; other users will be taken to the **SELECT PLAN** page.
- Select Option – goes to the list of forms or other functions to which the user has authorization (e.g., SYP forms, Agency Level Reports, Agency Contact Functions, Cabinet Level Functions).
- Previous – takes the user to the previous screen. Previous does not maintain a history like the "Back" button on your browser menu, rather it returns only one previous screen.
- Logoff – terminates access to the user's agency data. It takes the user to the capital planning system **HOME** page with the "Account Login" information displayed. From this point, the user may close the application by clicking the close box (x) in the upper right corner of the Internet browser – or login again.

HOME PAGE

ACCOUNT LOGIN - The "Account Login" section of the **HOME PAGE** is the location for users to log-in to the system to access the plans for which they have authorization to review and or change. This section will also be re-displayed when the user selects log-off and returns to this page from within the application.

SYSTEM INFORMATION - The Home Page also provides information as follows:

- An Overview of the 2006-2012 Capital Planning System including a link to the *2006-2012 Agency Capital Planning Instructions* as approved by CPAB on December 9, 2004, and links to documentation about use of the electronic capital planning system,
- Application Requirements, including a PDF reader installation link,
- Important Reminders and News about the System, and
- Contacts for Questions about the Agency Plans and the Electronic Planning System including a link to our Frequently Asked Questions (FAQ) pages.

Users should regularly check the information on this page as it will be periodically updated – particularly "Important Reminders and News about the System" and the links for our FAQ pages.

PLAN CHECKLIST

The first time a user identified as an agency contact logs in, the **PLAN CHECKLIST** page will automatically be displayed. Individuals with "user" rights only will not have access to this page.

RESPONDING TO THE CHECKLIST **-** The agency contact must enter a "yes" or "no" response to each question listed in order for the system to make the appropriate forms available to be completed, and to generate the appropriate reports. If any question has not been addressed, the system will not accept the [Save Changes] instruction.

REVISING THE CHECKLIST RESPONSES – Responses entered on the **PLAN CHECKLIST** can be revised by the agency contact at any time by selecting "Revise Plan Checklist" under Contact Functions on the **SELECT FORM** page. NOTE: Only the agency contact is authorized to access the **PLAN CHECKLIST**.

PRINTING THE CHECKLIST **-** The only means of printing the **PLAN CHECKLIST** is to select "Print" from your web browser's menu bar. This will print the checklist in the format it appears on the screen.

SELECT ORGANIZATION

The **SELECT ORGANIZATION** page will appear for only those users who have authorization to access multiple plans (primarily cabinet contacts).

SELECT PLAN

The **SELECT PLAN** page will display a list showing the versions of the plan for the agency that have been prepared/submitted previously or are currently in process. The listing will be in reverse chronological order with the first listing being the version of the plan that is currently active (in process) or the most recent submission. Plans that have been officially submitted to CPAB will be available in a read-only format.

SELECT OPTION

The **SELECT OPTION** page lists the forms that the agency is required to submit based on responses to the Plan Checklist. It also lists various other functions that are available to the user –

- Agency Level Reports – view/print agency level reports for those forms the agency is required to submit.
- Agency Contact Functions – revise the Plan Checklist, set agency priorities, submit agency plan to CPAB.
- Cabinet Level Functions - complete Form SYP-P1: Cabinet Plan Overview, view/print cabinet level reports, set cabinet priorities, and submit to CPAB.